



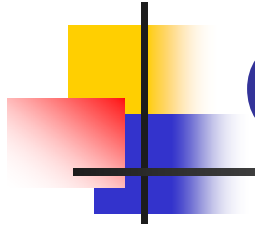
# Certification Process

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Carolyn Miller-Cooper

Executive Director

Louisville Metro Human Relations  
Commission

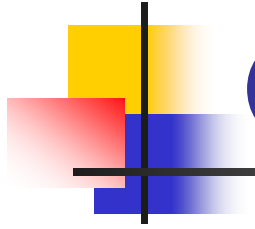


## Certification Prior to Feb. 2005

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The application process for Metro government was:

- Tedious
- Cumbersome
- Invasive
- Redundant



# Certification Now

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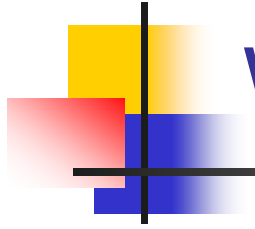
- To address these issues the application process has been changed.
- The new application process reflects:
  - No fees, same as before
  - Reduced preparatory time
  - Increased confidentiality
  - Reasonable supporting documentation
  - Reciprocal certification.



# Why Metro Government Certifies Businesses

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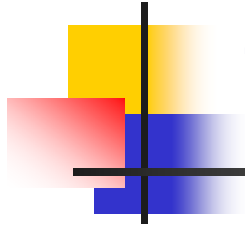
- Part of the overall policy to promote inclusiveness in the procurement process and to facilitate equal access to contract opportunities.
- Provides an effective tool for determining availability of minority, female, and handicapped owned businesses within the community.
- Supports efforts to see whom we purchase from.



# Who Can Become Certified

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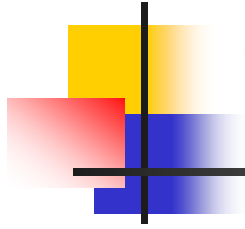
- If your business is a sole proprietorship, partnership, corporation, joint venture or any other business entity that is 51% owned and controlled by a minority (or a group of minorities), woman ( or a group of women) or by a person with a disability (or a group of people with disabilities).



# The Application Process

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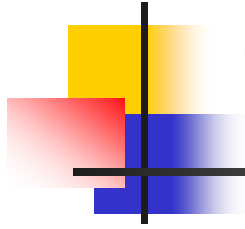
- The application can be obtained by picking it up from the HRC office or by printing it from the website at [www.louisvilleky.gov](http://www.louisvilleky.gov).
- The application presents 2 options for verification:
  - Schedule on-site review of supporting documentation, or
  - Supply an attorney letter, as written by sample attached to the application.



# The Application Process

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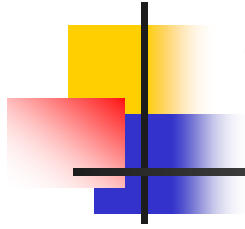
- Complete the application in its entirety and return it to the HRC.
- If an attorney letter is to be submitted, please turn in the application and attorney letter at the same time. If you fax this information, the original still must be received.
- If you do not have an attorney letter, then once the application is reviewed, the on-site visit will be scheduled.



# The Application Process

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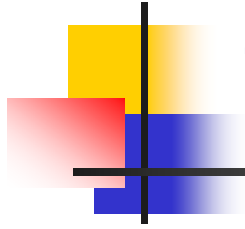
- When returning the application, do not attach the supporting documentation.
- If the extra information is submitted, it will be returned to you without being inspected or reviewed.
- We do not keep your supporting documentation.
- If your business is located outside the Louisville Metro area, then you must supply an attorney letter. On-site visits are only conducted in the Louisville Metro area.



# The On-Site Visit

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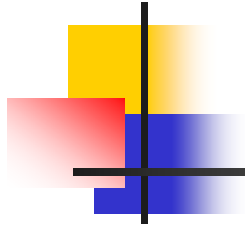
- Attached to the application is a checklist of documentation to be inspected at the on-site visit according to the formation of the business.
- These documents are to be ready for inspection and review at the time of the on-site visit.



# The Application Process

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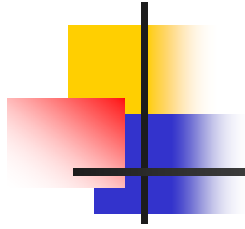
- If all the criteria is met, then you will receive a certificate from the HRC certifying your business as a minority, female, or handicap business enterprise.
- The certification lasts for two (2) years.
- The process can be completed within 45 days or less.



# Reciprocal Certification

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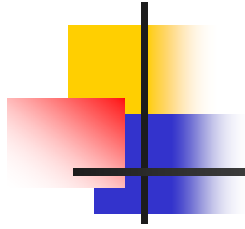
- Metro Government provided reciprocal certification to your company, if you certified by:
  - MSD
  - KMBC
  - KDOT



# Reciprocal Certification

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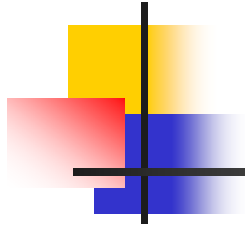
- For reciprocal certification, you must provide HRC with a cover letter, and a copy of the certificate from the certifying agency.
- The cover letter should contain the following:
  - Address, phone number, fax number, email address, and contact name
  - What your company does



# Reciprocal Certification

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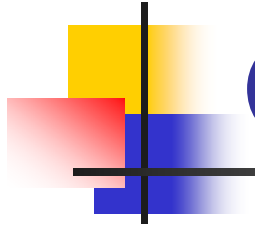
- HRC will then provide you a certificate that states that you are reciprocally certified with Metro Government.
- The certificate will expire at the same time as the original certificate from the certifying agency.



# Certification List

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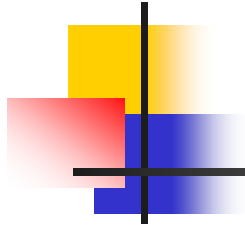
- All certified businesses are included on the certified vendor list.
- This list is organized by the area of work conducted, such as, construction, consultants, service, manufacturing, etc.
- The list then included the business name, contact person, address, phone, fax, and email.



# Certification List

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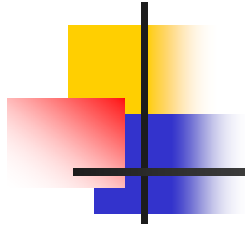
- The certified list is updated on a monthly basis, usually the beginning of each month.
- The list is available on Metro Government's website:  
[www.louisvilleky.gov](http://www.louisvilleky.gov)



## Certification List

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- If changes occur within your business organization, such as address, or contact name, please alert the HRC as soon as possible, so that your business information can be updated.



# Questions

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- Louisville Metro Human Relations Commission
- 410 W. Chestnut Street, Suite 300A
- Louisville, KY 40202
- [hrc@louisvilleky.gov](mailto:hrc@louisvilleky.gov)
- 574-3631 phone
- 574-1216 fax